**Thomson House Application Form**

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| **Personal and Contact Details:** | | | | |
| Title: |  | | | |
| Surname: |  | | First Name/s: |  |
| Former Name/s: |  | | | |
| Address: |  | | | |
| Post Code: |  | | | |
| Email address: |  | | | |
| Telephone | Home: |  | | |
|  | Work: |  | | |
|  | Mobile: |  | | |
| National Insurance Number: | |  | | |
| How did you hear about Thomson House School?  Do you have any existing connections with the school? | | | | |
| Current role (and School, if appropriate): | | | | |

**Educational, Technical and Professional Qualifications**

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| Please give details of allqualifications gained and the levels attained. Start with qualifications achieved at school. Name any relevant professional body in full. Please show your DfE number and state whether you hold Qualified Teacher Status, and are registered with the General Teaching Council | | |
| Dates From and To | Qualification and Grade/Level | Institution |
|  |  |  |
| DfE Number: QTS: GTC Registered: | | |

**Personal and Professional Development**

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| Include, with dates, any courses you have undertaken with outcomes where applicable. Also show here membership of relevant groups or bodies, any voluntary work, extracurricular interests or responsibilities. |
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**Employment History**

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| Give details of all posts held, including unpaid work. **Start with your current or most recent employer.**  Please continue on a separate sheet if necessary, giving title heading. |

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| Dates From and To | Employer (Name/Address) | Posts Held/Key Achievements | Reason for Leaving |
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**Letter of Application**

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| Please provide on a separate sheet with your name and address |
| In no more than one side of A4, please set out why you are interested in this position at Thomson House School and the skills and experience you can bring to the role. You should refer to and address the points in the advert and job specification. |

**General**

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| Are there any adjustments or special arrangements that may be required to be made should you be invited for interview? If so, please state here: |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?    If Yes, please provide details: |
| If you are successful in your application, will you require a work permit prior to taking up employment? |
| Notice required by your current employer: |
| Current salary (including accommodation if applicable): |

**Email the completed application, along with your covering letter to** [**hr@thomsonhouseschool.org**](mailto:hr@thomsonhouseschool.org)**.**

**Please clearly mark in the title of your mail the position you are applying for and your name.**

**References**

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| Please give details of two people who can provide references. One mustbe your present or most recent employer. Referees will not be contacted before interviews, and without prior approval, though positive references are a pre-requisite of an offer. | |
| Name: | Name: |
| Address: | Address: |
| Tel. No. | Tel. No. |
| Email: | Email: |
| Occupation:  In what capacity have they known you: | Occupation:  In what capacity have they known you: |

**Data Protection Statement**

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| The information that you provide on this form, and that obtained from other relevant sources, will be used to process your application for employment. The personal information that you give to the School will also be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with the School the information that you provide will be used in the administration of your employment with us, and to provide you with information about the School, or a third party, via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected with third parties, or with other information held by us. We may also use it to pass to certain third parties as information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing the application form we will assume that you agree to the processing of sensitive personal data, (as described above). |

**Declaration**

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| Please answer the following questions, deleting yes or no as appropriate:  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  **YES / NO**  If yes, please attach details in relation to the above, including any convictions, cautions, reprimands, final warnings, or bind-overs in a sealed envelope marked ‘confidential’.  Do you have any adult cautions [simple or conditional] or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [amendment] [England and Wales] Order 2020? **YES / NO**  The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice Website and on the websites of charities NACRO and UNLOCK.  Are you disqualified from working with children? **YES / NO**  Are you named on the Children’s Barred List, DfE (previously DCSF) List 99 or the Protection of Children Act List? **YES / NO**  Are you subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council).  **YES / NO**  I declare that the information I have given in this application is accurate and true. I understand that Thomson House School is committed to safeguarding and promoting the welfare of children and that the School will undertake all relevant checks, including a check with the Criminal Records Bureau. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.    **Signature: Date:** |

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| This section will be detached from your application and will be used solely for monitoring purposes. Once the evaluation has been completed this information will be destroyed.  Thomson House School recognises and actively promotes the benefits of a diverse workforce, and is committed to treating all employees with dignity and respect, regardless of race, gender, disability, age, sexual orientation, marital status, offending background, religion or belief. We therefore welcome applications from all sections of the community.  You may choose not to complete this section, or parts of it. |

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| Please indicate your ethnic origin by ticking the appropriate box below | | | | | | |
| **White:**  British | | Irish | |  | | Any other White background\* |
| **Mixed:**  White & Black Caribbean | | White & Black African | | White & Asian | | Any other Mixed background\* |
| **Black or Black British:**  Caribbean | | African | |  | | Any other Black background\* |
| **Asian or Asian British:**  Indian | | Pakistani | | Bangladeshi | | Any other Asian background\* |
| **Chinese or Other Ethnic Group**  Chinese | | Other Ethnic Group\* | |  | |  |
| \* Please specify | |  | |  | |  |
|  | |  | |  | |  |
| **Gender:**  Please specify |  | | **Religion/Belief:**  Please specify | |  | |

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| **Date of Birth:** |  | **Marital Status:** |  |

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| The Disability Discrimination Act defines disability as ‘A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities’. |
| **Do you consider yourself to have a disability?**  If yes, please state the nature of the disability: |